

~~S E C R E T~~

OC-0527-84
7 June 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: William F. Donnelly
Director of Communications

SUBJECT: Weekly Report

25X1

25X1

2. The Director of Communications travelled [] on 5 June to address the Office of Inspector General Conference.

3. The Office of Communications, in conjunction with the Office of Personnel, is currently developing implementation policies for pay "banding" for its Panel D employees.

4. The Office of Communications and Office of Data Processing have been advised of plans for the Office of Soviet Analysis (SOVA) to move into the 4E and 5E corridors of Headquarters in August 1984. []

25X1

25X1

5. The Agency's phone bill has been reduced \$169,831 per year and we have received credits totaling \$45,732 as a result of the purchase conversion of previously leased AT&T systems.

25X1

~~S E C R E T~~

Page Denied